

**BERKELEY COUNTY GOVERNMENT**

**JOB OPENING – EXTENRAL POSTING**

**ADMINISTRATIVE CLERK 4 (PS101265)**

**DEPARTMENT:** Probate Court

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Performs diversified duties including answering telephone calls/switchboard operation, basic typing, creating files, filing and copying, taking messages, and sorting/delivering mail. Responsible for monthly billing for copies by abstractors. May also be responsible for entering information and data into the computer system, drafting, editing and distributing correspondence, records management and other job related duties as assigned. Duties include acting as the Marriage License clerk and must adhere to the marriage license laws set forth in the S C Code of Laws. Assist with day to day operations, including issuing emergency detention orders in the therapeutic division of the court. Schedules and coordinates meetings and appointments; update calendars with scheduled meetings as needed for senior staff. Assist with special projects. Monitor equipment and place service calls as needed. Prepare and process correspondence including maintaining a log of Orders of Protection. Assists other senior staff members. Serves as a back up to retrieve files from storage facility and pick up mail. Performs other related duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and three (3) years related administrative experience. Experience with completing Court related forms and consultations with the public preferred. The ideal candidate has strong customer service, administrative and organizational skills.

Candidates will be tested on administrative skills including filing, customer service, data entry, written and oral communication skills. Personal computer experience including Word required.

Data Entry/Basic Skills score **64** is required for this position. Word score of **33** is required for this position.

Valid driver's license for South Carolina. Must have safe driving record.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is currently classified as non-exempt and reports directly to the Probate Court.** Thirty-seven and one half (37.5) hours per week. Must be flexible to work anytime during normal office hours Monday through Friday from 8:30 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Administrative Clerk 4 - Grade C10**  
**Entry Level Bi-Weekly Range: \$851.93 - \$979.71**

**Date of Posting: 02/24/2016**  
**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***